Lesson Learned on the Automated CAS Collection System (ACCS)
December 2006

1. Question: How does the ACCS work?

Answer: Users visit www.pay.gov and use the user guide to navigate to the ACCS and submit MOCAS refund payments for contracts paid by DFAS Columbus Entitlement.

2. Question: Is there a user guide and is it posted on the internet?

   Answer: The ACCS User Guide, the ACCS Overview, and the ACCS Lessons Learned are posted on the internet at:

http://www.dod.mil/dfas/contractorpay/mocasdatasharinginitiative mdsi.html

3. Question: What should I do before I initiate payments to DFAS Columbus via the Automated CAS Collection System?

Answer: Verify with your bank that your account allows Automated Clearing House debits. Next, provide your bank with the DFAS customer ID 0000646902, in case your bank has the capability to block unauthorized debits. This will enable DFAS to debit your account while blocking other unauthorized debitors. Finally, you should gather all of the required data to post each payment to MOCAS, contract number, ACRN, CLIN, shipment number, etc.

4. Question: Once we submit a payment via the ACCS, DFAS how long does it take to post this payment to the MOCAS?

Answer: 7 to 8 business days, after the payment date

5. Question. Can contractors choose the payment date when they submit payments to DFAS Columbus through the ACCS?

Answer: Yes. ACH debit payments, which the ACCS uses , allows payments to be entered and scheduled for payment up to 30 days in advance, allowing a user to enter a payment prior to actual payment due date.

6. Question: Can contractors modify or cancel a previously submitted payment?

Answer: If a contractor changes the predetermined settlement date from the next business day to a later date at least two business days away from the current date, the payment can be modified by the submitting userID, two or more days before the payment date.

7. Question: If a contractor makes an erroneous payment can it be reversed?

Answer: Yes. If a contractor cannot modify a payment through the Automated CAS Collection System (pay.gov), the contractor can contact their bank and reverse any payment submitted.

8. Question. What is the time limit for a contractor to contact his bank and reverse an erroneous ACH debit?

Answer: There is no time limit but the sooner the better.

9. Question: How can a contractor submit multiple payments with one transaction?

Answer: Each payment should be individually submitted so that DFAS can post your payment to MOCAS quickly.

10. Question: How can I send the payment confirmation to multiple people?

Answer: It is suggested that someone in your Information Technology group set up an e-mail group with multiple individuals at one address. For example CCO-CAS-EFT-COLLECTIONS is a system created e-mail group, where multiple individuals receive the same e-mail.   This is a relatively simple process but is different than a personal distribution list a person usually sets up.

11. Question: How can I attach hard copy data to a payment?

     Answer: Although technically you cannot attach hard copy data with a payment, our suggestion is to either scan and e-mail back-up documents to CCO-CAS-EFT-COLLECTIONS, or for larger documents can be faxed to 614-693-2597. In either case you should submit the payment first through the ACCS, and forward the payment confirmation, along with the back-up to DFAS. You may want to reference the payment agency tracking ID, which is an all numeric field. This item becomes the check number in our collections database.

12. Question: What is the Bank Routing Number for the institution initiating the ACH debit?

Answer: The Originating Depository Financial Institution (ODFI) is the FRB-Cleveland. FRB Cleveland is the Payment Processor for ACH payments made via Pay.gov, and so will appear as the ACH ODFI. The ABA that FRB-C processes under is 04273614.

13. Question: What trace number will be used for these transactions?

Answer: The ACCS (pay.gov application) ACH uses a unique Trace Number per payment – for ACH payments processed by Pay.gov the Trace Number will start with 04273614…

14. Question: I am a DCMA Administrative Contracting Officer; does the ACCS have a system browse that would allow me to see payment submitted by contractors?

Answer: Yes, the ACCS does have a limited browse capability for DCMA personnel to view payments submitted. Specifically DCMA users can see the Agency Tracking ID (check number), Account Holder, transaction date, transaction amount, and effective date of each payment submitted. This site does not contain MOCAS specific information such as ACRN, CLIN, and shipment number. DCMA personnel who wish to obtain this access should follow the link listed below and complete the ACCS Browser Access Form. http://guidebook.dcma.mil/77/guidebook_tools.htm

15. Question: Can contractors use the Automated CAS Collection System (ACCS) for making Final "Credit" Voucher payments on cost-type contracts? If so, how is the ACO reviewing and approving the backup information such as the SF1034, Public Voucher for Purchases and Services Other Than Personal, & SF 1035, Public Voucher Continuation Sheet, Release of Claims, etc. that we do now on hardcopy Final Voucher?

Answer: Final vouchers cannot be directly processed in ACCS, but there is a technique that will accomplish the same end: When contracts are ready to close and contractors are required to submit a refund/payment to the Government, they are encouraged to use ACCS to process a credit *interim* voucher. After the refund/payment posts to the contract in MOCAS (not in the ACCS), then the contractor should submit a zero-*final* voucher to the ACO for review/approval with all of the normal backup material that is appropriate.

More information can be found at the attached link, http://guidebook.dcma.mil/17/dc06-165.htm

ACCS GUIDE ON DFAS MOCAS CUSTOMER PAGE

Attention MOCAS Contractors - Microsoft Internet Explorer

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Address http://www.dod.mil/dfas/contractorpay/mocasdatasharinginitiativemdsi.html   Go   Links

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CONTRACT/VENDOR PAY: ATTENTION MOCAS CONTRACTORS   DFAS

Contract/Vendor Pay   print page :: email page

Attention MOCAS Contractors

Automated CAS Collection System (ACCS)

This is a joint project between DFAS Columbus and Department of the Treasury which enables MOCAS contractors to submit refunds on MOCAS contracts paid by one of the MOCAS payment offices at DFAS Columbus: HQ0338, South Entitlement; HQ0337, North Entitlement; or HQ0339, West Entitlement, over the WorldWideWeb, using an Automated Clearing House (ACH) debit.

ACCS Overview – an information sheet which provides some basic information regarding the ACCS.
(PDF – 09/29/2006 – 24kb)

ACCS User Guide – a step-by-step instruction for DFAS MOCAS contractors to submit payments to DFAS Columbus.
(PDF – 09/29/2006 – 1,485kb)

MOCAS Data-Sharing Initiative (MDSI)

Are you a MOCAS contractor? Would you like to receive data extracts on your contracts twice a month? Then just read on.
Registered participants will enter their CAGE code data via a dedicated web page to receive this MOCAS data twice a month. The data extract is

Internet

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- DFAS Columbus Web Site
- AFMC Contract Payment Site
- Surveillance Plan
- Source acceptance
- MOCAS maintenance
- DD250 Guidance for the Contractor
- CMO Commanders' Guide to Electronic Commerce Marketing and DD Form 250 Processing
- DD250 Helpful Hints
- MOCAS Data Sharing Initiative (MDSI)
  - Information Memorandum 04-098
  - Information Memorandum 06-031
  - MDSI Information Guide/User's Manual
  - Instructions for Exporting MOCAS Data into Excel
  - MDSI Table Structure (as of Dec 2005)
  - Listing of MOCAS Remarks, Codes, and Provisions
- Contract Finance Course for Commercial Item Financing Student Material
  - Introduction
  - Lesson 1
  - Lesson 2
  - Lesson 3
  - Lesson 4
  - Reference Material
  - Student Handouts
  - Course Critique
- Automated CAS Collection System (ACCS)
  - Introduction to ACCS
  - ACCS Overview
  - ACCS User Guide
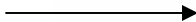
ACCS USER GUIDE ON DCMA WEB PAGE

SAMPLE ACCS QUERY FOR DCMA USERS

Active Portal - [Collections_Search_Results] - Microsoft Internet Explorer

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Collections Search Results

Pay.gov Tracking ID	Agency Tracking ID	Account Holder Name	Transaction Date (ET)	Transaction Amount	Effective Date	Payment Type	Collection Status
Agency:	DODDFASCO		**Application:** MOCAS Collections		**ALC:**	00006469	
3FO9QGPU	120000955199	ACME	8/8/2006 02:06 PM	$111.11	08/09/2006	ACH Debit	Settled
3FO9QJO6	120000958215	ACME WEST	8/18/2006 09:42 AM	$150.00	08/21/2006	ACH Debit	Settled
			Subtotal:	$261.11			

Total Count: 2
Total Amount: $261.11

start